



## **COMMISSION OF ARCHITECTURAL REVIEW REGULAR MEETING AGENDA**

### **4<sup>TH</sup> FLOOR CONFERENCE ROOM**

**July 24, 2025**

**3:30 PM**

#### **A. CALL TO ORDER**

#### **B. ROLL CALL**

#### **C. NEW BUSINESS**

1. Certificate of Appropriateness application PZ25-00333 filed by Andrew Magness to replace and repair hidden gutters Parcel 55650 (134 Sutherlin Ave.).
2. Certificate of Appropriateness application PZ25-00331 filed by Mount Vernon United Methodist Church to allow an expansion of the playground and installation of new playground equipment at Parcel 26337 (107 W. Main Street).
3. Certificate of Appropriateness application PZ25-00360 filed by John Kane to allow a installation of a new shed and replacement of existing fencing at Parcel 21233 (141 Holbrook Avenue).
4. Certificate of Appropriateness application PZ25-00378 filed by Matthew Bailey to allow replacement of existing windows at Parcel 22685 (843 Pine Street).

#### **D. APPROVAL OF MINUTES**

1. Minutes from May 22, 2025

#### **E. STAFF UPDATES**

#### **F. ADJOURN**

# STAFF REPORT

DATE: July 24, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00333 filed by Andrew Magness to replace and repair hidden gutters Parcel 55650 (134 Sutherlin Ave.).

## **SUMMARY**

The applicant proposes to replace the existing hidden gutters with new half-round gutters and to install a downspout on the front porch. According to the applicant, the existing gutters are deteriorated, and a downspout has been recommended to address recurring issues with standing water.

## **GUIDELINES EXCERPTS**

### Section 3.C

Many older buildings have gutters that are integral with the roof structure. These should be repaired rather than replaced if possible. If repair or replacement is not possible then the gutters may be covered and replaced with half round or period appropriate metal gutters.

## **RECOMMENDATION**

Staff recommends approval of PZ25-00333 with the following condition:

The replacement gutters should be installed in a manner that minimizes visibility. Exposed gutters should be painted or finished to blend with the structure.

## **ATTACHMENTS**

1. Application



CITY OF DANVILLE
Community Development
Division of Planning and Zoning

COMMISSION OF ARCHITECTURAL REVIEW
CERTIFICATE OF APPROPRIATENESS APPLICATION

Zoning Ordinance Article 3.R.C.1. No zoning, site plan, subdivision plat, or building permit shall be issued for the erection, reconstruction, exterior alteration, restoration, rehabilitation, razing, relocation or demolition of any building, structure, signs, fences, walls, light fixtures, accessory buildings, pavements, grading, site improvements, significant landscaping features or other appurtenant element in an HP-O District unless and until such building or site element has been approved by the issuance of a Certificate of Appropriateness by the Commission of Architectural Review for the City

PLANNING DIVISION PROVIDED INFORMATION

Applicant #: P225-60333 CAR Meeting Date: 6-26-25
Date Received: 6-12 Received By: Williams
Parcel ID #: 55650 Address: 134 Sutherlin
Existing Zoning: OT-R

APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 134 Sutherlin Ave
Applicant: Applicant's Address: 134 Sutherlin Ave
Applicant's Phone Number: 336-309-0311
Applicant's E-mail: Andrew AW Magness@gmail.com

Describe Proposed Improvements: Replacing/repairing hidden gutters with new gutters on house sides, especially left side with damage + installing downspout on front porch. Also want to build a section of fence in backyard.

Andrew Magness
Applicant's Name (Print)
Date

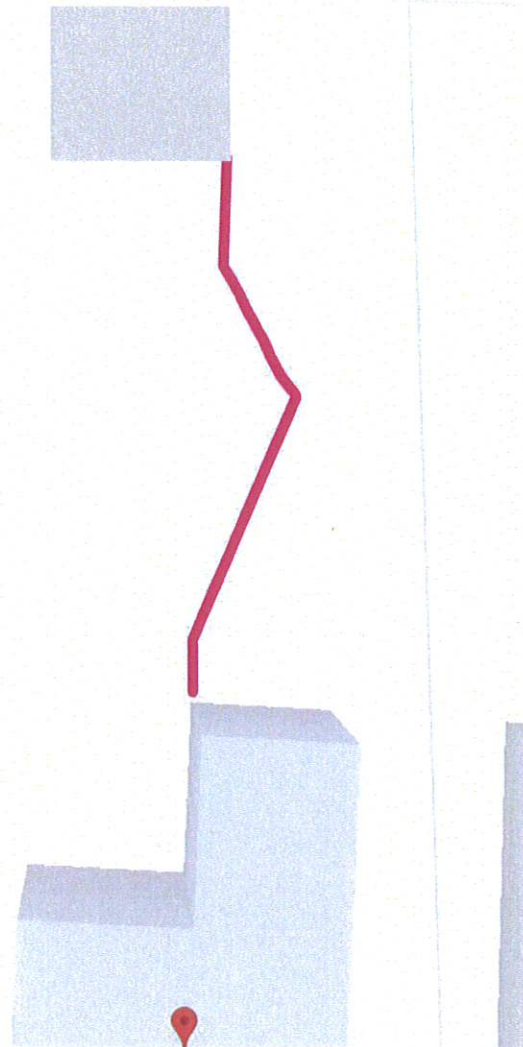
[Signature]
Applicant's Signature

6/11/25

# Fence and Hidden Gutter Proposal for C.A.R.

## New Section of Fence in Back Yard

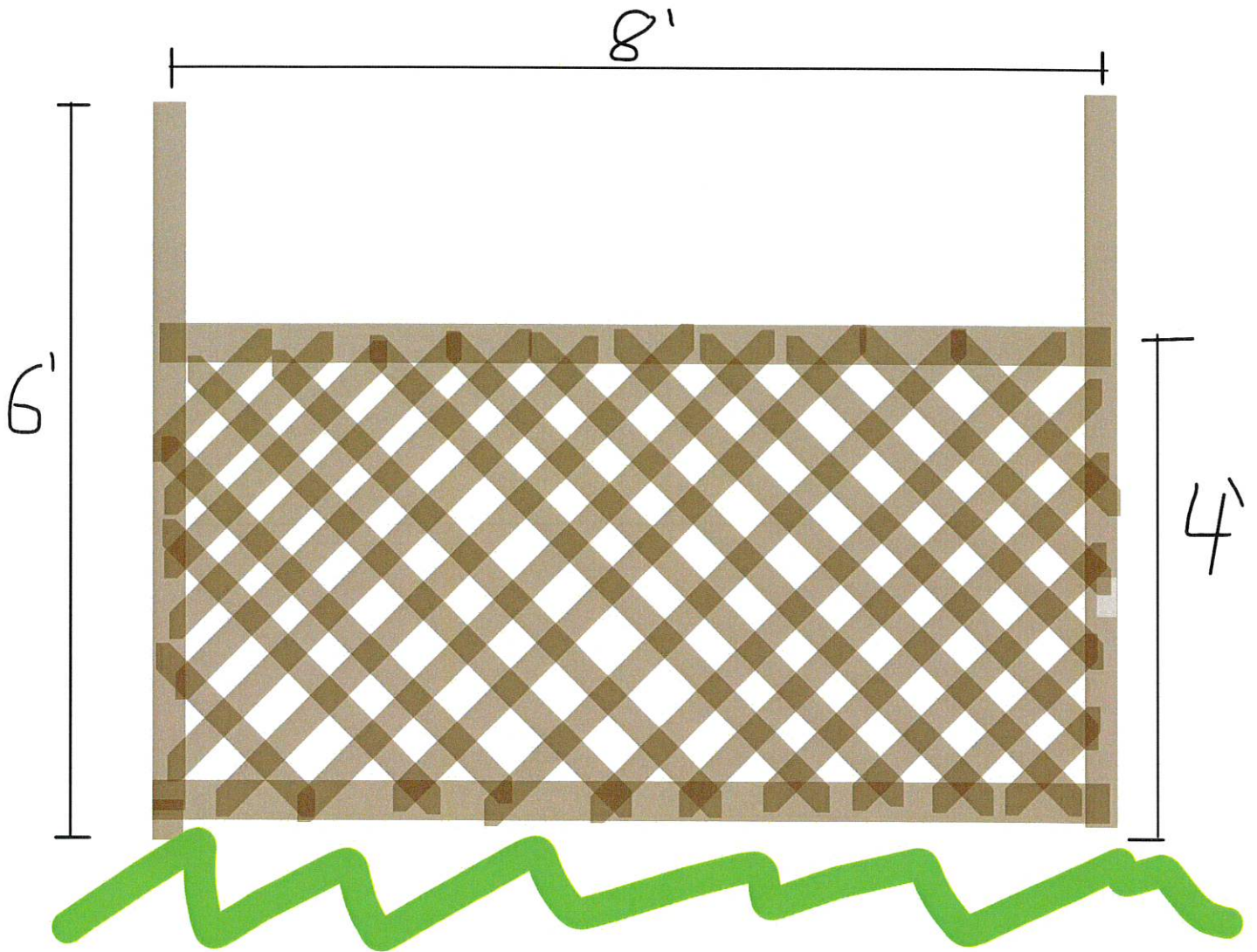
Location



Design (Per Panel)

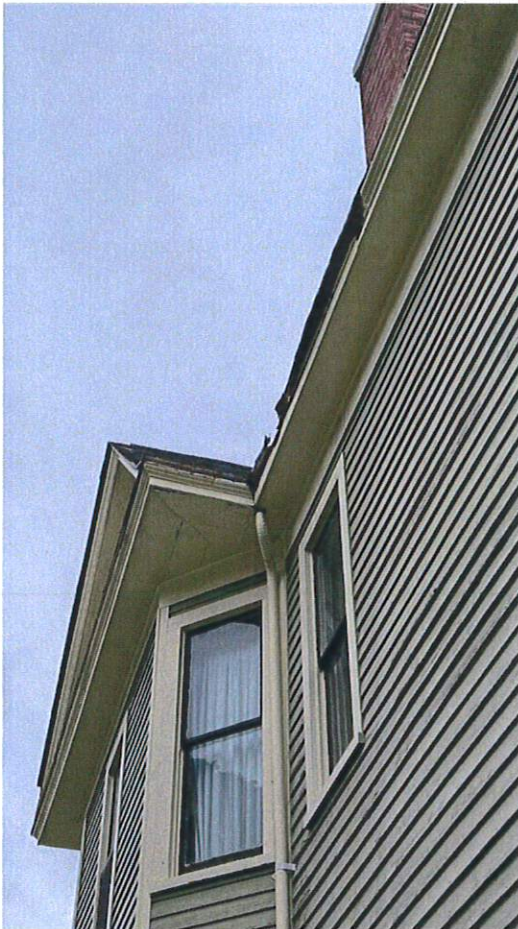
8' Posts (2' In ground, 6' Above)

4'x8' Lattice Panel w/ framing



## Hidden Gutter Replacement

Met with Jerry Brackett (Danville Roofing – Historical Tin & Copper Specialist), to inspect a damaged section of our hidden gutters (See pictures below). He said the hidden gutters are very shallow for such an old house, and recommended we switch to more modern varieties such as Half-Round gutters on the sides of the main roof to prevent further water damage to the house.



Additionally, there is a corner of the front porch that has settled and now water stands in the gutter when it rains. Jerry recommended a new downspout should be installed in that corner.

Thank you.

# STAFF REPORT

DATE: July 24, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00331 filed by Mount Vernon United Methodist Church to allow an expansion of the playground and installation of new playground equipment at Parcel 26337 (107 W. Main Street).

## SUMMARY

Mount Vernon United Methodist Church has submitted an application to expand its existing playground from approximately 1,600 square feet to 3,000 square feet due to increased enrollment. The applicants propose to:

- Flatten the sloped grassy play area to create a safer, more usable space.
- Extend the playground surface within the existing fenced boundaries.
- Install new playground equipment that matches the current aesthetic.
- Convert one of the Fellowship Hall windows into a door that matches the existing door and windows.

The changes proposed will not affect the existing parking or sidewalks.

## GUIDELINES EXCERPTS

Section 3.H

...additions should complement the original building in proportions, style and materials.

## RECOMMENDATION

Staff recommends approval of PZ25-00331 with the following condition:

Submission of final engineering plans that address grading, drainage, and site accessibility.

## ATTACHMENTS

1. 107 W Main St.\_CAR Application
2. Photo 1
3. Photo 2
4. Photo 3
5. Photo 4





# CITY OF DANVILLE

## Community Development

### Division of Planning and Zoning

#### COMMISSION OF ARCHITECTURAL REVIEW CERTIFICATE OF APPROPRIATENESS APPLICATION

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#### PLANNING DIVISION PROVIDED INFORMATION

Applicant #: PZ 25-00331 CAR Meeting Date: 06/24/25  
Date Received: 06/19/25 Received By: SEJ  
Parcel ID #: 26337 Address: 107 W. Main St.  
Existing Zoning: TOC

#### APPLICANT PROVIDED INFORMATION

Property Location (address/ID#): 107 W Main Street, Danville, VA 24541  
Applicant: Applicant's Address: 107 W Main Street, Danville, VA 24541  
Applicant's Phone Number: 434-538-0804  
Applicant's E-mail: director.childrenshouse@gmail.com

Describe Proposed Improvements: Mount Vernon United Methodist Church desires to expand the footprint of its playground from ~1600 square feet to ~3000 square feet. We are meeting the community's demand for more quality, affordable childcare options and have worked over the last two years with the Center for Early Success and the Virginia Early Childcare Foundation to expand our enrollment by 60%. As such, we also need to expand our outdoor play options for our children so that they can all have more than adequate time outdoors for imaginative play and outdoor learning opportunities.

The playground currently includes a mulched play area and an additional fenced grassy play area that is on a slope. We request to flatten the grassy play area, extend the playground floor inside the current fencing, and install new equipment of similar aesthetic. In addition, we will be repurposing one of the Fellowship Hall



B. PROPOSED playground layout

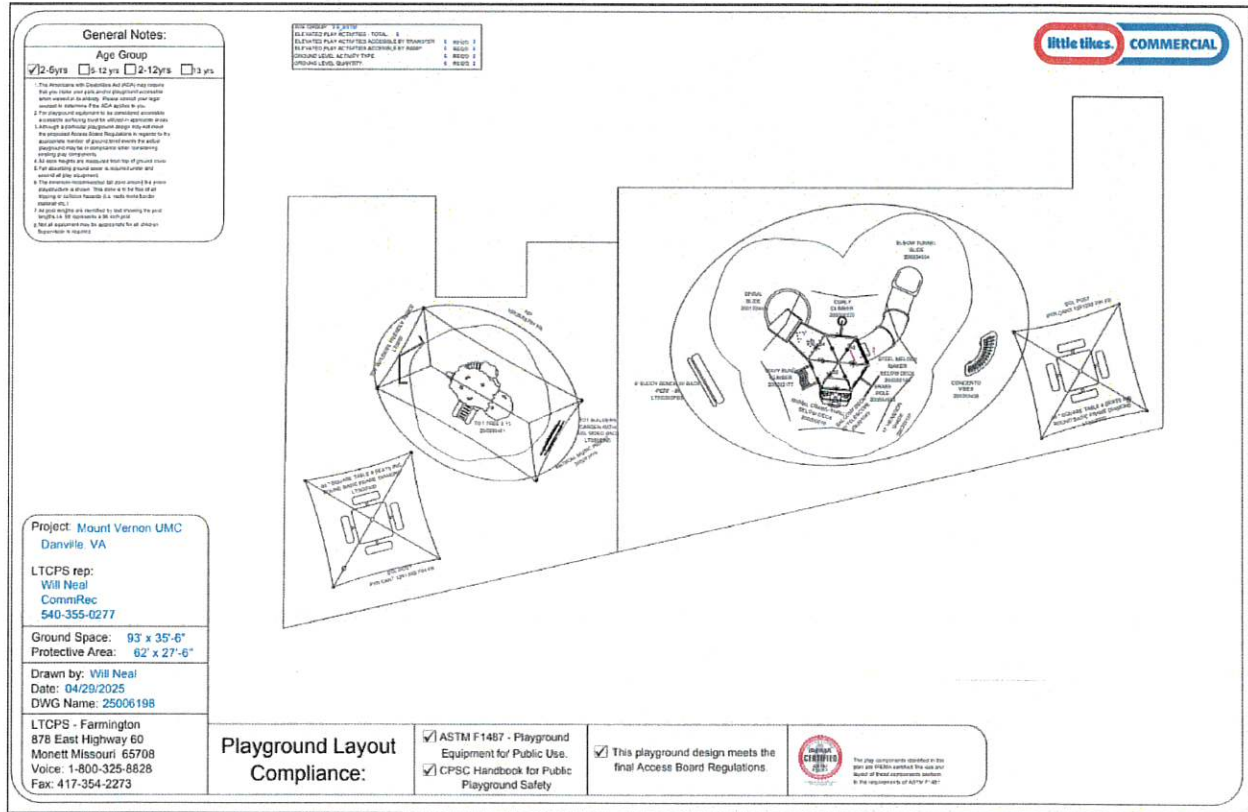


Exhibit C – a sample photo from Little Tikes describing the similar aesthetic and the relationship of the playground floor to grass:



Zoning Ordinance Article 3. R.C.6. Application Submission Requirements:

In consideration of a complete application, the Planning Director and the Review Commission may require any or all the following information and any other

materials as may be deemed necessary for its review:

- A. Statement of proposed use and user.
- B. Statement of estimated construction time.
- C. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located.
- D. Site plan drawings, prepared to meet the city site development plan submission requirements for a Preliminary Site Plan or Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:
  - 1. Existing property boundaries, building placement and site configuration.
  - 2. Existing topography and proposed grading.
  - 3. Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements.
  - 4. Relationship to adjacent land uses.
  - 5. Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements.
  - 6. Proposed building color and materials.
  - 7. Relationship of building and site elements to existing and planned corridor development.
  - 8. Relationship of parking, pedestrian facilities, and vehicular accessways to existing and planned corridor development; and
  - 9. Other site plans and subdivision plats as may be required by Danville for development approval

## **DANVILLE, VA**

- E. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.
- F. A landscaping and buffer plan.
- G. Designs for exterior signing, lighting, and graphics, to include description of materials, colors, placement and means of physical support, lettering style and sign messages.
- H. Graphic exhibits depicting compliance with other design elements.









Information to assist persons with disabilities  
We are glad to help you!



Alton Brim Carnes  
Memorial Playground

Established 2009



# STAFF REPORT

DATE: July 24, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00360 filed by John Kane to allow a installation of a new shed and replacement of existing fencing at Parcel 21233 (141 Holbrook Avenue).

## SUMMARY

The applicant proposes to construct a 12-foot by 20-foot shed at the left rear corner of the property at 141 Holbrook Avenue. The proposed shed is a prefabricated wood kit with a gable roof with asphalt shingles painted to match the main house, and features vertical panel siding. The shed meets placement and scale requirements in the Old West End Design Guidelines and the roof form is appropriate. However, the panel siding does not reflect the shingle siding of the house.

The applicant also proposes to replace the existing wire fencing along the left and rear property lines with a 54-inch-high black aluminum fence featuring a flat top and three horizontal rails. While wood and wrought iron are the preferred materials under the design guidelines, aluminum is not explicitly prohibited and may be acceptable in the rear yard where utilitarian fencing is allowed.

## GUIDELINES EXCERPTS

### Section 6.B

New outbuildings should be compatible in form, materials, and details with the main structure but should not mimic it exactly.

### Section 6.C

Fencing materials that are appropriate include wood (board, picket or lattice), and wrought iron. Chain link and other metal or plastic fences are not appropriate.

## RECOMMENDATION

Staff recommends approval of PZ25-00331 with the following condition:

-The shed should be painted in a color to complement the primary structure.

## ATTACHMENTS

1. KANE CAR Application Shed and Fence specs

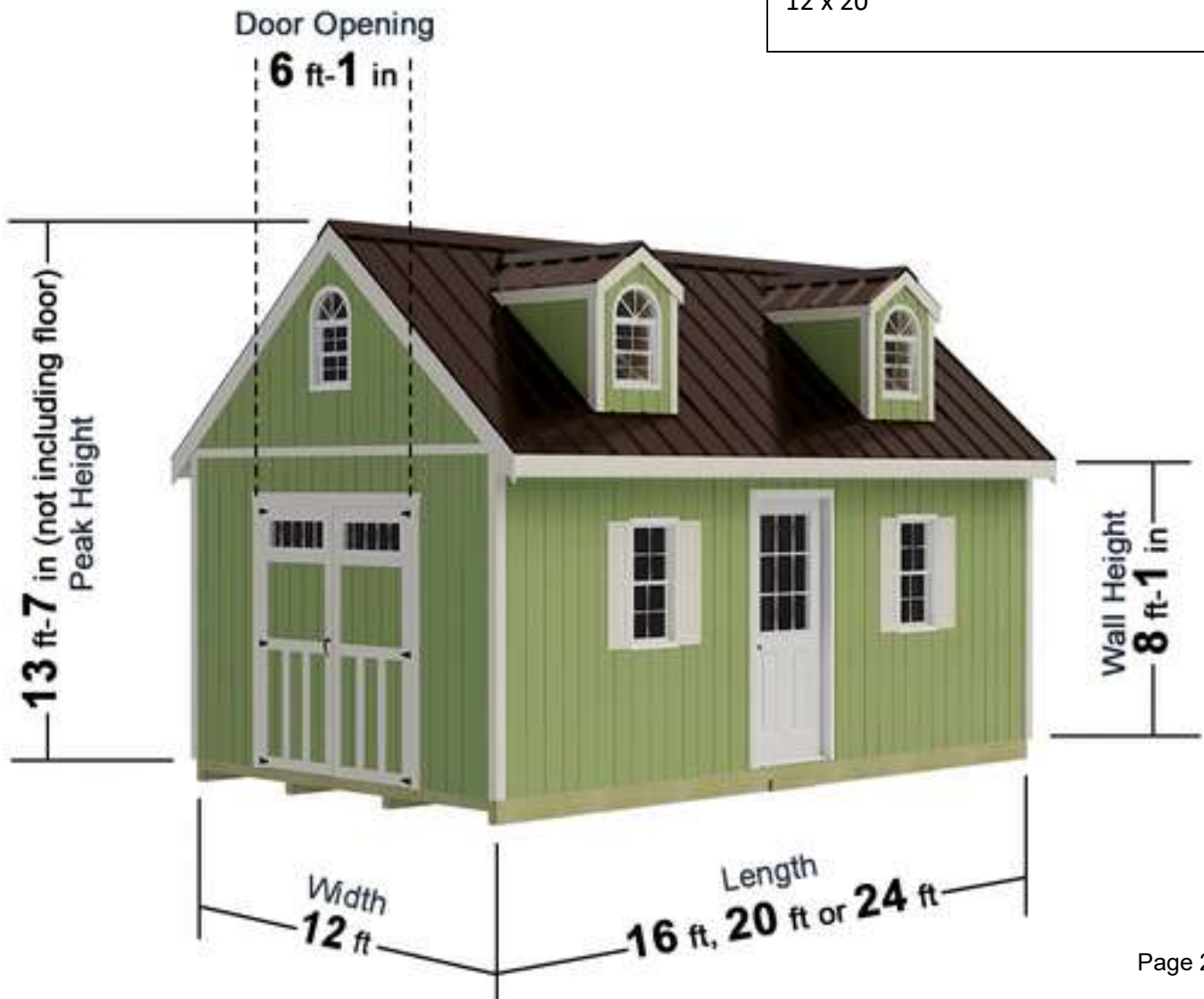


Best Barns 12x16 Hampton Wood Storage Shed Kit (hampton1216)



Will have asphalt shingles as in this pic , painted to match house

12 x 20



## Best Barns Hampton 12'W x 20'D Wood Storage Shed Kit - Or Cabin

Our Hampton 12x20 wood shed kit from Best Barns offers lots of room for any storage need! It's 2nd floor storage loft adds plenty of extra space with 4' 3" of headroom. The loft can also be used for a sleeping area if using this building for a cabin. The lower main level of the building boasts 8' 1" tall walls for easy walk in access. The Hampton shed is versatile enough to store your riding mowers, motorcycles, garden equipment and can even be used as a part time cabin. Get organized today with a new Hampton wood shed kit from Best Barns! (*shed is pictured in 12x20 size. A wood floor is optional / not included, please add accessories at the bottom of this page.*)

### This Shed Includes:

- 9-lite steel walk-in front door
- 2 upper level dormers with 18" x 24" operable windows and decorative sunbursts
- 2 18" x 36" operable windows with vinyl panel shutters
- 1 set of wood swing open doors with transom windows *\*upgrade to steel french doors or downgrade to no doors for extra savings at bottom of page*
- 1 18" x 24" operable gable window and decorative sunburst
- 1 full length upper level storage loft
- (*The Hampton shed is the same as our Arlington model with the only difference being the side doors are swing open instead of pocket doors*)

### Pre-Cut and Ready to Assemble:

- Pre-cut truss system
- Pre-cut framing
- Pre-cut doors
- Siding, roof sheathing & loft require simple straight cuts

### Heavy Duty Truss System:

- 45 lbs per square foot snow load
- 150 mph wind rating

### Extra Loft Storage Area:

- Full size second floor loft
- 4' opening for easy access
- 4' 3" headroom
- Use for extra storage or cabin sleeping area

### Siding Primed:

- Siding included - 3/8" Louisiana Pacific Smart-side Exterior Paneling
- Pre-primed and ready for the paint color of your choice!
- 50 year limited warranty!

### Upper Level Dormers Included!

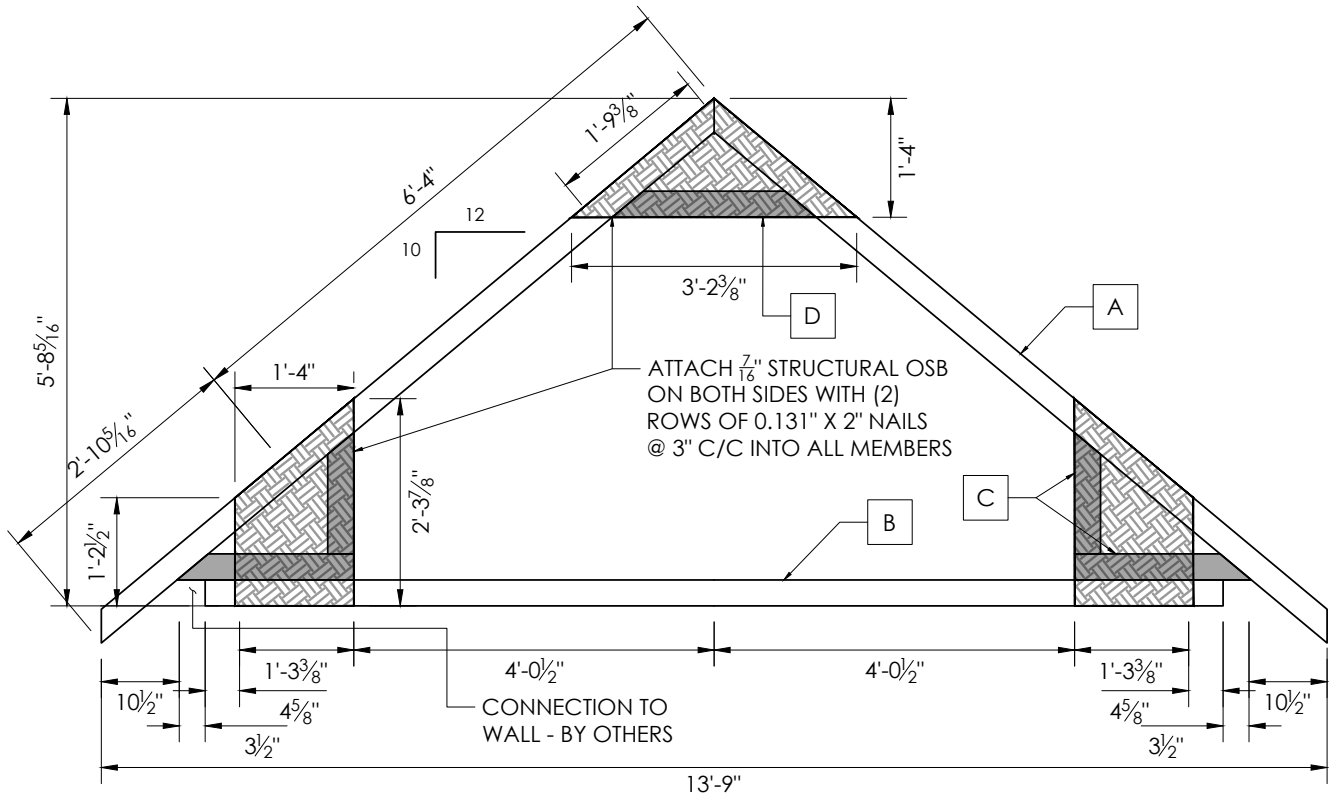
- Two second floor ready to assemble wood dormers
- Two dormer windows with decorative sunburst

### Windows and Doors Included!

- One 9-Lite Steel Front Entry Door
- Wood Swing Open Doors w/ Transom Windows on 12' side of building
- Two 18" x 36" Operable Windows with raised panel shutters & screens
- One 18" x 24" Operable Gable window with decorative sunburst & screen

**What's the difference between our Best Barns brand marked 'ALL Pre-Cut' and the regular Best Barns brand, they look similar?** The Best Barns ALL Pre-Cut sheds and regular Best Barns sheds are both made by Reynolds Building Systems at their state of the art factory in Northwest Pennsylvania. The regular Best Barns brand, not marked ALL Pre-Cut, offers you added savings for just an extra 2 or 3 hours of installation time. With a regular Best Barn you will get two deliveries; one will be your shed kit and a second delivery will be the siding, roof sheathing and loft (if included in the kit) which will be delivered separately from your local home center. Home Depot will be the home center we use if one is in your area. The customer will then follow the simple instructions to make just straight cuts to prepare these items. The regular Best Barn shed makes it inexpensive and easy!

**All required hardware:** door hinges, latch, hurricane straps for trusses, nails, glue for gussets and detailed instruction manual included. **Paint, shingles and roof edge are provided by owner / not included.**



DESIGN BY / CHECKED BY:  
A.W. / O.A.

PROJECT NO.:  
476-23-0575

CUSTOMER:  
BEST BARN

TITLE:  
TIMBER TRUSS

STATE:  
XX - XXXXXXXXXXXX

DATE:  
01/24/2024

**DESIGN CRITERIA**

INTERNATIONAL BUILDING CODE  
IBC 2021, IBC 2018, IBC 2015 DESIGN CRITERIA

DEAD LOAD (D):

ROOF COLLATERAL DEAD LOAD 2.5 PSF

LIVE LOAD (Lr):

ROOF LIVE LOAD 20 PSF

ATTIC FLOOR LIVE LOAD (L)

FLOOR LIVE LOAD (BOTTOM CHORD) 10 PSF

SNOW LOAD (S):

GROUND SNOW LOAD 45 PSF  
SNOW LOAD IMPORTANCE FACTOR (Is) 1.0  
EXPOSURE FACTOR (Ce) 1.0  
THERMAL FACTOR (Ct) 1.2  
GOVERNING ROOF SNOW LOAD 30.65 PSF

UNBALANCED SNOW LOAD 45 PSF

WIND (W):

ANALYSIS PROCEDURE: ASCE 7-10 / ASCE 7-16  
BASIC WIND SPEED: 150 MPH  
EXPOSURE CATEGORY: C

LOAD COMBINATIONS:

- 1.0 D
- 1.0 D + 1.0 L
- 1.0 D + 1.0 (Lr or S)
- 1.0 D + 0.75 L + 0.75 (Lr or S)
- 1.0 D + (0.6 W)
- 1.0 D + 0.75 (1.0 W) + 0.75 L + 0.75 (Lr or S)
- 0.6 D + 1.0 W

**DESIGN DETAILS**

A - TOP CHORD	2X4
B - BOTTOM CHORD	2X4
C - WEB	2X4
D - COLLAR-TIE	2X4
SPACING	24" C/C
WOOD MATERIAL	SPF NO. 2
MAX. UNBRACED LENGTH OF TOP CHORD	5'-7 3/8"
DEAD LOAD DEFLECTION	L / 180
LIVE LOAD DEFLECTION	L / 240
DEAD + LIVE LOAD DEFLECTION	L / 180
UPLIFT REACTION AT CONN. TO WALL (LBF)	115
LATERAL REACTION AT CONN. TO WALL (LBF)	328
BEARING REACTION AT CONN. TO WALL (LBF)	621

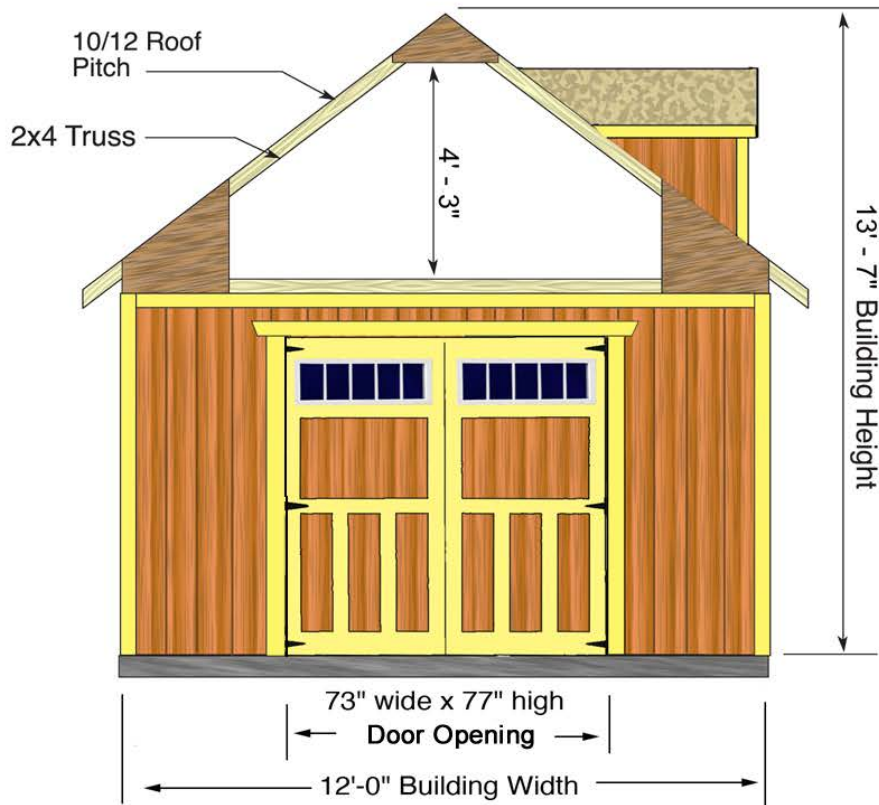
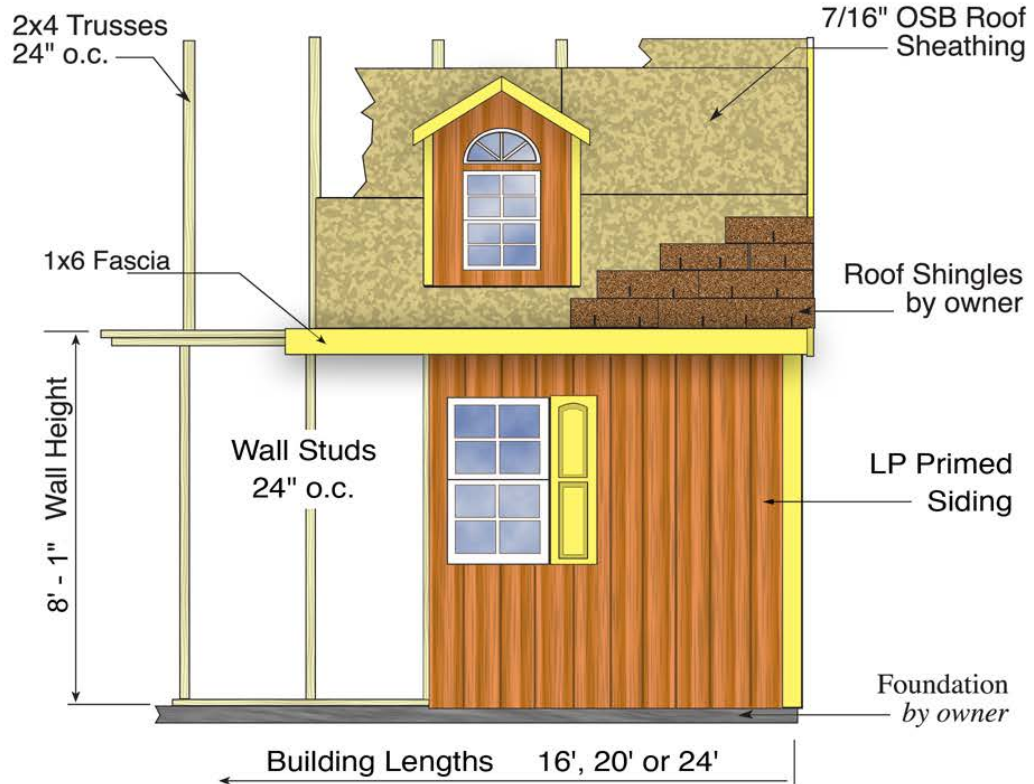
**WOOD DESIGN NOTES:**

C <sub>D</sub> - LOAD DURATION FACTOR FOR WIND	1.6
C <sub>D</sub> - LOAD DURATION FACTOR FOR SNOW	1.15
C <sub>M</sub> - MOISTURE CONTENT	1.0
C <sub>t</sub> - TEMPERATURE FACTOR	1.0

- NOTES:
1. UNBALANCED SNOW LOADS HAVE BEEN CONSIDERED IN THE DESIGN.
  2. WIND LOADING IS BASED ON 3-S GUST ULTIMATE WIND SPEED, EXPOSURE C, PER ASCE 7.
  3. LOADS ARE BASED ON RISK CATEGORY II.
  4. SEE ADDITIONAL SHEETS FOR MEMBER CHECKS.

**CERTIFICATION EXPIRY:** XX/XX/XXXX  
**STAMP DATE EXPIRES:** XX/XX/XXXX  
**DATE SIGNED:** XX/XX/XXXX

# Elevation



12ft. wide x \_\_\_ ft. long

Manufactured by:  
RBS Holdings, LLC.  
205 Arlington Drive  
Greenville, PA 16125  
phone: 800-245-1577  
fax: 724-646-0772

### Truss & Wall Cross Section

Top of wall inclusive of wall framing, loft floor and truss cross sections.

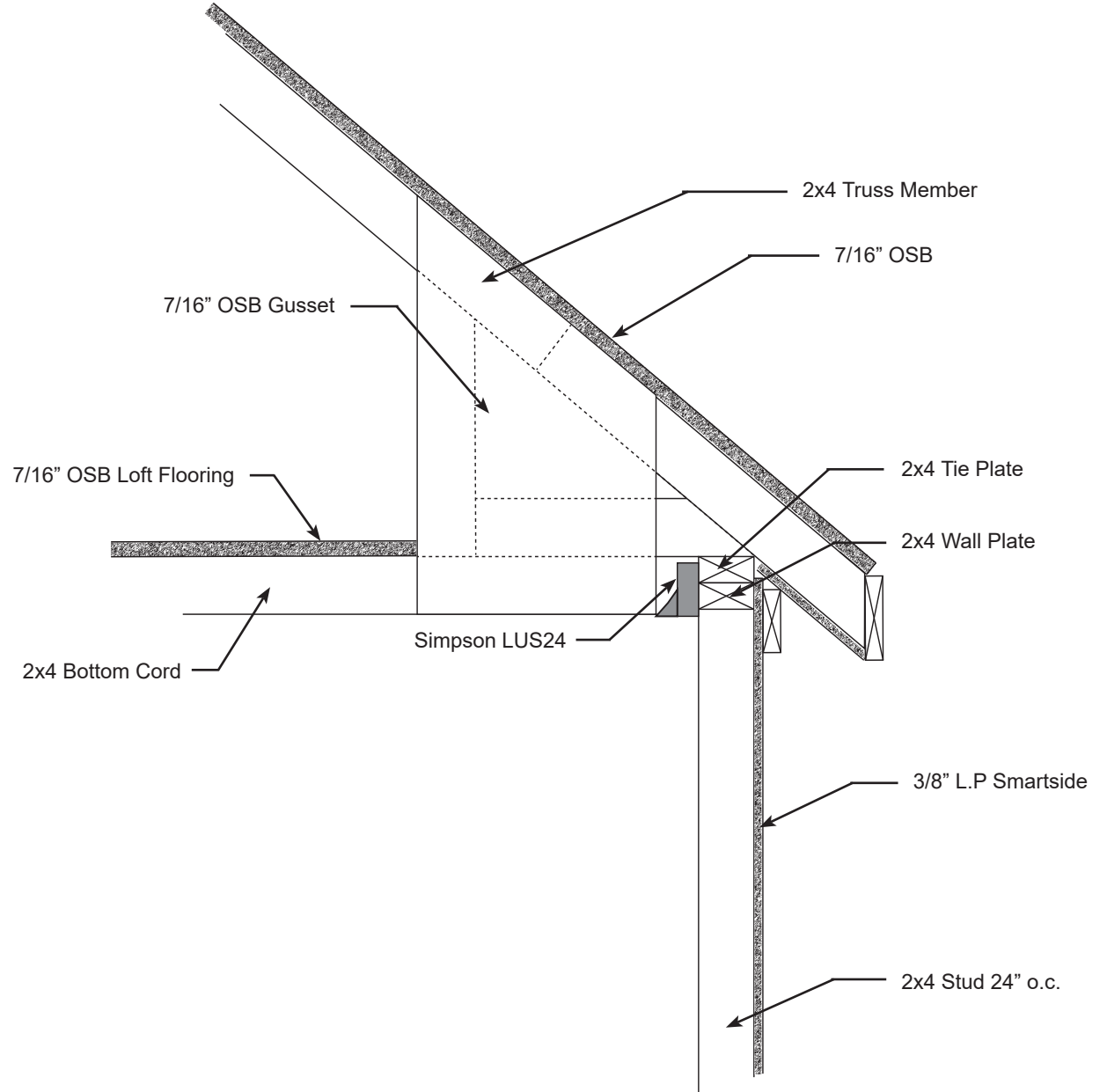
Drawing not to scale.

#### Instructions:

Homeowner may provide additional information as appropriate.

#### Notes:

Refer to installation manual for further detail.



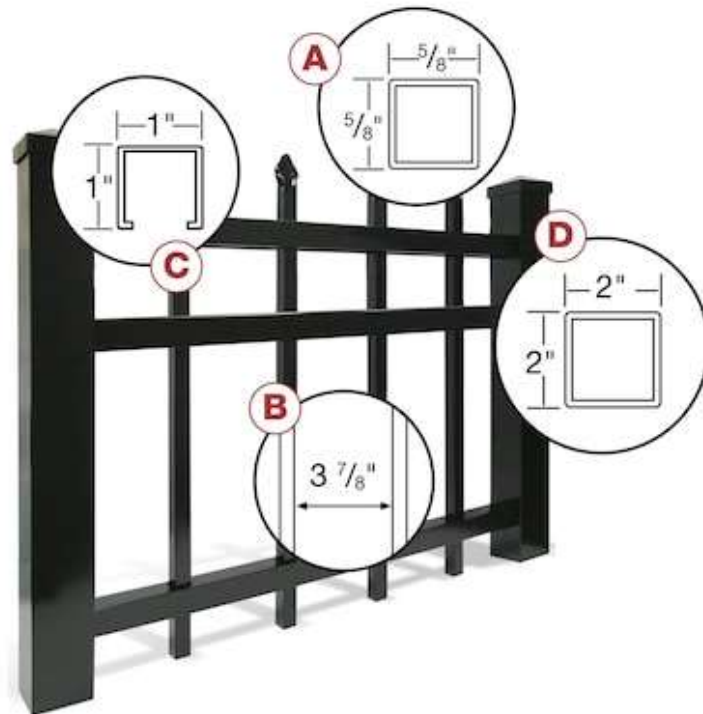
Old Fence



Proposed new fence



# Standard Aluminum Fencing



## Technical Attributes:

- A) Picket size =  $5/8$ " x  $5/8$ "
- B) Spacing between pickets =  $3 \frac{7}{8}$ "
- C) Rail size =  $1$ " x  $1$ "
- D) Post size =  $2$ " x  $2$ "

## Features:

- Rackability =  $38$ " over  $72 \frac{5}{16}$ " panel
- Panel lengths available in  $6$ '
- Welded gates have no visible fasteners

## Overview

Our New Haven aluminum fence panel features a flat top, three rail design that will complement any home. The pre-assembled panels utilize Snap&Stay technology, a hidden fastener system that locks fence panels together from the inside out to provide a clean finish. Installation is quick and easy with coordinating pre-routed posts, no hardware required.

- Panel comes pre-assembled
- Panel will follow the slope of your terrain - up to 38-in over a 6-ft panel
- Powder-coated aluminum resists rust, fade, and corrosion
- Pool code approved panel meets ICC requirements
- Works with coordinating 2x2 posts, sold separately: line (model #73002387), corner (model #73002380), end (model #73002383)
- Gates available in 4-ft straight (model #73009471) and 4-ft arched (model #73009468) styles
- Actual Size: 54-in H x 72-5/16-in W
- Transferable limited lifetime warranty

## Specifications



<b>Collection Name</b>	New Haven	<b>Manufacturer Color/Finish</b>	Black
<b>Color/Finish Family</b>	Black	<b>Series Name</b>	Standard
<b>Finish</b>	Powder-coated	<b>Type</b>	Fence panel



<b>Actual Height (Feet)</b>	4.5	<b>Common Height Measurement</b>	4-1/2-ft
<b>Actual Picket Thickness (Inches)</b>	0.625	<b>Common Width Measurement</b>	6-ft
<b>Actual Width (Feet)</b>	6.31	<b>Weight (lbs.)</b>	13



<b>Assembled</b>	Yes	<b>Lowe's Exclusive</b>	No
<b>Corresponding Item Number(s)</b>	418559, 418557, 418004, 418558,	<b>No Dig</b>	No
<b>Fence Style</b>	Decorative metal	<b>Package Quantity</b>	1
<b>Fence Top Style</b>	Flat-top	<b>Post and Accessories Included</b>	No
<b>Gauge</b>	0	<b>Primary Material</b>	Aluminum
<b>Ground Contact</b>	Yes	<b>Primary Recommended Use</b>	Decorative

# STAFF REPORT

DATE: July 24, 2025  
TO: Commission of Architectural Review  
FROM: Renee Burton, Division Director of Planning  
RE: Certificate of Appropriateness application PZ25-00378 filed by Matthew Bailey to allow replacement of existing windows at Parcel 22685 (843 Pine Street).

## **SUMMARY**

The applicant, Matthew Bailey, is requesting a Certificate of Appropriateness for the replacement of ten existing windows at 843 Pine Street. The proposed work includes the installation of vinyl replacement windows with double-hung operation with tilt-in cleaning, and exterior painting to match the existing trim.

According to the Old West End Design Guidelines, replacement windows must match the original in size, shape, pane configuration, and profile. The guidelines also state that replacement windows should be constructed of wood or aluminum-clad wood and that vinyl and other synthetic materials are generally not appropriate on primary elevations.

## **GUIDELINES EXCERPTS**

### Section 3.C

If window replacement is necessary then new windows should match the original windows in materials, operation and glazing style.

### Section 3.H

If replacement materials must be used, they should match the original materials and design.

Use of modern materials will be reviewed on a case-by-case basis, with the exception of vinyl replacements windows, which are not allowed.

## **RECOMMENDATION**

Because the proposed windows are vinyl and will be installed on the primary façade, staff finds the proposal inconsistent with the Old West End Design Guidelines and recommends denial of PZ25-00378 as submitted.

## **ATTACHMENTS**

1. CAR APPLICATION 09252024\_202502211407583785
2. 843 Pine St



**CITY OF DANVILLE**  
Community Development  
Division of Planning and Zoning

**COMMISSION OF ARCHITECTURAL REVIEW  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

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**PLANNING DIVISION PROVIDED INFORMATION**

Application #: \_\_\_\_\_ CAR Meeting Date: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_ Address: \_\_\_\_\_  
Existing Zoning: \_\_\_\_\_

**APPLICANT PROVIDED INFORMATION**

Property Location: 843 Pine Street  
Applicant: Matthew Bailey  
Applicant's Address: Same  
Applicant's Phone Number: 14342514154  
Applicant's Email: matthew.bailey.enp@gmail.com



# PROPOSAL

## DAN RIVER WINDOW COMPANY

ANDR SUTHERLAND, JR. - PRESIDENT  
 1111 WALL STREET  
 SOUTH BOSTON, VA 24592  
 OFFICE 434-517-0111 FAX 434-517-0799

PROPOSAL SUBMITTED TO <i>Mr. &amp; Mrs. Bailey</i>	PHONE <i>434-334-4322</i>	DATE <i>7-3-07</i>
ADDRESS <i>843 Pine Street</i>	ARCHITECT / SPECIAL NOTES	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

CLASSIC II, LEA, SATIN WHITE / TAN / OTHER      GRIDS / NO GRIDS      % SCREEN / FULL

FURNISH AND INSTALL *10* DAN RIVER VINYL REPLACEMENT WINDOWS  
 FULLY WELDED FRAME AND SASH, SASHES TILT IN FOR EASY CLEANING (ON DOUBLE HUNG)  
 7/8" DUAL PANELED INSULATED GLASS WITH SUPER SPACER  
 LOW-E GLASS WITH ARGON GAS  
 DUAL CAM LOCKS ON WINDOWS OVER 24" WIDE  
 DUAL ALLERGY RESISTANT WEATHER STRIPPING  
 LIMIT STOPS FOR FRESH AIR WITHOUT EASY ACCESS  
 CAULK INSIDE & OUT INSULATE WHERE POSSIBLE  
 WASH WINDOWS HAUL AWAY DEBRIS  
 REPAIR ROTTED SILLS AS NEEDED  
 TRIM EXTERIOR WITH ALUMINUM  
*Paint exterior stops where trim ends, caulk removal*  
*Paint interior stop, finish, Any Absence of homeowner responsibility*  
 LIFETIME LIMITED WARRANTY WITH GLASS & SCREEN WARRANTY

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR — COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

*10 Dan River's equivalent*      DOLLARS \$ *8750<sup>00</sup>*  
 PAYMENT TO BE MADE AS FOLLOWS

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICE. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS (INCLUDING EXTRA COSTS) WILL BE INCURRED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENT OR DELAYS BEYOND OUR CONTROL, OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE.

AUTHORIZED SIGNATURE: *[Signature]*  
 NOTE: THIS PROPOSAL MAY BE CANCELLED BY US IF NOT ACCEPTED WITHIN 15 DAYS

YOU, THE BUYER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION

ACCEPTANCE OF PROPOSAL — THE ABOVE PRICE SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND WE HEREBY ACCEPT. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE OF ACCEPTANCE: \_\_\_\_\_

# COMMISSION OF ARCHITECTURAL REVIEW

## MEETING OF

MAY 22, 2025

### Members Present

Robert Weir  
Jackson Weller  
Robert Stowe  
Kathryn Ware

### Members Absent

Luke Ramsey  
Sonja Ingram  
Paul Liepe

### Staff

Cynthia Lester  
Shanika Williams  
Ryan Dodson  
Stefanie Jackson

## ITEMS FOR PUBLIC HEARING

### OLD BUSINESS

1. Certificate of Appropriateness application PZ25-00207 filed by Kalibi Properties LLC to replace the siding and windows at 148 Sutherlin Ave (Parcel 20595).

### Mr. Wier opened the Public Hearing

Ms. Russell stated. I sent a package with a written explanation about the windows and there are no original windows in the house, there are at least six different types of windows with four different months and configuration, majority are cheap aluminum windows that I am required to replace them with doesn't make any sense to me they are not the original nor energy efficient or visually appealing. So, I have asked to use the composite windows that looks like wood and are more durable and energy efficient.

Mr. Weir stated. Which one would you replace your house with?

Ms. Russell stated. They all need to be replaced because the seal is rotten and can support the windows as is, so they all need to be removed. Unfortunately, I wanted to keep them all but I'm not able to.

Mr. Weir stated. Are they going nine over nine or six over two?

Ms. Russell stated. That was in the original package I submitted. The second time I appeared, the meeting last month. They have no grills, fibrex composite, they match the existing windows. I don't have opposition to adding muntins if its preferred. It's just that's what matches the majority of the existing. The whole house has been thrown together, mismatched, there's nothing existing that's original. Nothing was maintained in any kind of appealing visual format.

Ms. Ware stated. Are you planning to go back with flat trim around the outside? Is that going to be fiber cement?

Ms. Russell stated. I am trying to keep the colors as close as possible to the original.

**Mr. Weir closed the Public Hearing.**

Ms. Ware stated. I looked up the fibrex material, so I have a two-fold statement. First, in my understanding, it is not a fiberglass. It is a polymer composite which would still lean towards vinyl. Fiberglass can closely match the profile. When the guidelines were created vinyl could not. I don't see why we can't allow this, but we may need to reconsider the allowance of vinyl for our guidelines.

Mr. Weir stated. Because this is not specifically addressed in the guidelines we will have to go through the two-step process. I don't have a problem with this. I think this is good stuff, not flimsy vinyl.

Mr. Stowe stated. The original application says fiberglass, when it came to fibrex, other guidelines do not allow it. When did the request switch from fiberglass to fibrex?

Mr. Weir stated. This house needs help. I think that it should be considered strongly. We need to address case by case; not all vinyl is the same.

Ms. Williams stated. Her submittal last month did say fibrex.

Ms. Ware stated. That is in the staff report, I wonder if there was a disconnect in what fibrex was.

Ms. Russell stated. If you would prefer fiberglass that's not an issue for me. Fibrex seemed the most aesthetically matching. I never submitted for fiberglass, the original meeting I didn't submit a submittal, that submittal came with the second meeting. If you would prefer fiberglass, I don't have a preference.

Ms. Ware stated. I don't see that you can see a difference in the fibrex and reinforced vinyl.

Mr. Stowe stated. all the other communities say they wouldn't allow it.

Ms. Ware stated. Not allowing vinyl because we don't want the material or because we don't think that it can match the profiles? Other commissions may be following the same standards, it's a polymer or just because of profile and weakness of older vinyl?

Mr. Weir stated. We want something that looks like wood and acts better than wood.

Ms. Russell stated. I don't have a preference.

Ms. Stowe stated. I think material is the intent of the guidelines.

**Mr. Stowe made a motion that application PZ25-00207 does not meet the guidelines. Mr. Weller seconded the motion. Motion was approved by a 4-0 vote.**

**Mr. Stowe made a motion to approve application PZ25-00207 requirement fiberglass match the original configuration of the windows. Ms. Ware seconded the motion. Motion was approved by a 4-0 vote.**

**Mr. Weller stated. Are you planning to do one over one throughout the house?**

**Ms. Russell stated. Yes.**

## **NEW BUSINESS**

1. Certificate of Appropriateness application PZ25-00268 filed by Havana Phil's to install wall sign and freestanding sign at (Parcel 26827) 742 Main Street.

### **Mr. Weir opened the Public Hearing**

Ms. English stated. I'm with Permit Solutions on behalf of Allen Industries, who is the sign company for Mr. Phil. Just looking to do a simple flat metal sign on the building tastefully done on a smaller scale than what the square footage allowance gives.

Mr. Weir stated. Yes, twelve square feet is allowed. What's the square footage of this?

Ms. English stated. On the wall side it is 14.4. It is one foot nine inches by eight foot three inches. And on the free-standing sign, and I was a little confused with the staff report, but the square footage of the panel is two foot three by four foot eight.

Mr. Weir stated. So, we are talking about two signs here.

Ms. English stated. Yes, one on the building and one free-standing. From a zoning standpoint we would have to count the posts because of the cigar.

Ms. Ware stated. So that is where that square footage is.

Ms. English stated. Yes.

### **Mr. Weir closed the Public Hearing.**

**Mr. Weller made a motion to approve application PZ25-00268. Ms. Ware seconded the motion. The vote was approved by a 4-0 vote.**

**APPROVAL OF MINUTES**

**APRIL 24, 2025, minutes were approved by a unanimous vote**

With no further business, the meeting adjourned at 3:53 p.m.

Approved By: s/Cynthia Lester